

CHAPTER 2



AIR TRAFFIC CONTROLLER (AC)

NAVPERS 18068-2F

CH-64

Updated: October 2015

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIR TRAFFIC CONTROLLER (AC)



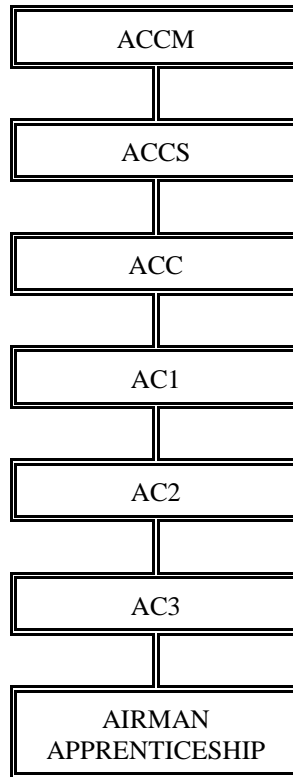
SCOPE OF RATING

Air Traffic Controllers (AC) provide air traffic control services in air traffic control towers, radar air traffic control facilities, fleet area control and surveillance facilities, and air operations offices ashore and afloat; operate radio communication systems and light signals; direct aircraft under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR); operate surveillance radar, precision radar, data link approach systems, Identification Friend or Foe (IFF) equipment, and other air traffic control equipment; respond to emergency air traffic situations; maintain current flight planning information and reference material; and assist pilots in preparation and processing flight plans.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 2.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Limited Duty Officer can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Air Traffic Controller****Job Code****001307****Job Family**

Transportation and Material Moving

NOC

TBD

Short Title (30 Characters)

AIR TRAFFIC CONTROLLER

Short Title (14 Characters)

AIR TRAF CNTLR

Pay Plan

Enlisted

Career Field

AC

Other Relationships and Rules

NECs 6901, 6902, 6903, 6904, 6931, 6932, 6933, 6934, 6935, 6936, or 6937

Job Description

Air Traffic Controllers play a key role in the effective use of naval airpower throughout the world in operational and training environments. Primary roles include preventing collisions between aircraft operating in the system; organizing and expediting the flow of traffic operating to and from airfields on the decks of Naval ships using radio, radar, and lighting systems; controlling the movement of aircraft and vehicles on airfields; and issuing instructions to pilots.

DoD Relationship**Group Title**

Air Traffic Control

DoD Code

122200

O*NET Relationship**Occupation Title**

Air Traffic Controllers

SOC Code

53-2021.00

Job Family

Transportation and Material Moving

Skills*Coordination**Speaking**Critical Thinking**Management of Material Resources**Active Learning**Monitoring**Judgment and Decision Making**Complex Problem Solving**Writing**Management of Personnel Resources***Abilities***Oral Expression**Deductive Reasoning**Speech Clarity**Inductive Reasoning**Problem Sensitivity**Written Comprehension**Selective Attention**Written Expression**Manual Dexterity**Control Precision***CONTROL TOWER OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct runway visual scans

E4

CORE

Control aircraft movements on airfields

E4

CORE

Control vehicles on airfields

E4

CORE

Coordinate runway use

E4

CORE

Log daily airfield inspections

E5

CORE

Plan assigned runways use

E4

CORE

Provide visual landing aides, airport lighting, and lighting systems

E5

CORE

Separate aircraft in tower jurisdiction

E5

CORE

Sequence aircraft in tower jurisdiction

E5

CORE

Supervise tower watch teams

EMERGENCY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate airfield emergency alarms
E4	CORE	Control aircraft experiencing emergencies
E4	CORE	Direct vehicles to emergency sites
E5	CORE	Log aircraft emergencies
E4	CORE	Operate portable radio communication equipment
E4	CORE	Test emergency alarms

FLIGHT PLANNING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Coordinate Distinguished Visitor (DV) movements
E4	CORE	Initiate overdue aircraft actions
E4	NON-CORE	Input Notices To Airmen (NOTAM)
E7	NON-CORE	Manage Air Traffic Control (ATC) Notice To Airman (NOTAM) support for Department of the Navy (DoN)
E4	CORE	Prepare aircraft movement messages
E4	CORE	Process flight plans
E4	CORE	Submit aircraft movement messages
E4	CORE	Supervise flight planning

GENERAL OPERATING PROCEDURES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assist Search and Rescue (SAR) operations
E6	CORE	Brief pilots on local course rules
E6	CORE	Brief watch teams
E5	CORE	Comply with Electronic Emission Control (EMCON) and Hazards of Electromagnetic Radiation Ordnance (HERO) plans
E5	CORE	Comply with noise abatement procedures
E5	CORE	Control aircraft in holding pattern
E5	CORE	Control special handling aircraft evolutions
E5	CORE	Coordinate Air Traffic Control (ATC) airspace
E6	CORE	Coordinate Air Traffic Control (ATC) issues with civil authorities
E6	CORE	Coordinate Air Traffic Control (ATC) issues with other military agencies
E4	CORE	Coordinate aircraft information with transient line
E4	CORE	Coordinate aircraft movements
E4	CORE	Coordinate arresting gear operations
E6	NON-CORE	Coordinate combat missions
E6	CORE	Coordinate Electronic Countermeasure (ECM) information (e.g. controllers, pilots, facilities, etc.)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Coordinate flight operations
E5	CORE	Coordinate maintenance of Air Traffic Control (ATC) equipment
E5	CORE	Coordinate Medical Evacuation (MEDEVAC) movements
E7	NON-CORE	Coordinate National Aeronautics and Space Administration (NASA) operations
E6	CORE	Coordinate noise abatement procedures
E4	CORE	Destroy classified material
E4	CORE	Display Air Traffic Control (ATC) equipment status
E4	CORE	Display flight information
E4	CORE	Disseminate bird activity reports
E4	CORE	Disseminate Hazards of Electromagnetic Radiation Ordnance (HERO) conditions
E4	CORE	Disseminate Pilot Reports (PIREP)
E4	CORE	Disseminate weather reports
E4	CORE	Enter flight plan information
E4	CORE	File squadron flight schedules
E6	CORE	Implement Severe Weather Avoidance Plans (SWAP)
E4	CORE	Instruct Air Traffic Control (ATC) trainees
E4	CORE	Interpret Air Traffic Control (ATC) communication messages
E4	CORE	Investigate Emergency Locator Transmitter (ELT) signals
E4	CORE	Issue advance non-control information to aircraft
E4	CORE	Issue advisories
E4	CORE	Issue Air Traffic Control (ATC) clearances
E4	CORE	Issue Air Traffic Control (ATC) safety alerts
E4	CORE	Issue aircraft clearance delay notices
E4	CORE	Issue aircraft control instructions
E4	CORE	Issue radio frequency changes
E4	CORE	Issue Unmanned Aerial Vehicle (UAV) pilot control instructions
E4	CORE	Issue weather information
E4	CORE	Maintain aeronautical charts and publications
E4	CORE	Maintain current weather reports for flight operations
E6	CORE	Monitor Air Traffic Control (ATC) training programs
E4	CORE	Monitor assigned airspace
E4	CORE	Monitor Automated Surface Observation System (ASOS) displays
E5	CORE	Monitor national security and safety of flight communications
E4	CORE	Monitor Navigation Aids (NAVAIDS) alarms
E5	CORE	Notify enroute and destination stations of aircraft requiring special handling
E4	CORE	Obtain aircraft fuel states
E4	CORE	Obtain aircraft position reports
E4	CORE	Obtain Pilot Reports (PIREP)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Operate Air Traffic Control (ATC) equipment
E4	CORE	Plot position (e.g. ship, airfield, etc.)
E6	CORE	Process facility records and reports
E4	CORE	Process flight progress strips
E4	CORE	Provide additional services to aircraft (e.g. flight following, weather updates, etc.)
E4	CORE	Provide assistance with missing aircraft initial search
E4	CORE	Relay aircraft ordnance handling information
E4	CORE	Report national security threats
E4	CORE	Report operational errors or deviations
E4	CORE	Report unusual occurrences
E4	CORE	Safeguard classified material
E5	CORE	Supervise aircraft evolutions
E6	NON-CORE	Supervise expeditionary watch teams
E6	CORE	Update Air Traffic Control (ATC) forms and logs

RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSFAC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust Air Traffic Control (ATC) radar consoles
E4	CORE	Brief Air Combat Elements (ACE)
E4	CORE	Compile pre-launch data
E4	CORE	Conduct radar final approaches
E4	CORE	Control aircraft in Special Use Airspace (SUA)
E5	CORE	Control aircraft refueling evolutions
E6	CORE	Coordinate air to air refueling
E6	CORE	Coordinate shipboard airspace
E4	CORE	Decode Identification Friend or Foe (IFF) Hydraulics, Electrical, Fuel, Oxygen, Engine (HEFOE) information
E4	CORE	Disseminate pre-launch data
E7	NON-CORE	Draft video map data requests
E4	CORE	Establish radar contacts
E4	CORE	Monitor instrument approaches
E4	CORE	Perform tactical Air Traffic Control (ATC) assault procedures
E4	CORE	Relay mission information
E6	NON-CORE	Schedule airspace users
E4	CORE	Separate aircraft under radar jurisdiction
E4	CORE	Sequence aircraft under radar jurisdiction
E4	CORE	Supervise air operations watch teams
E6	CORE	Supervise Air Traffic Control (ATC) shipboard operations
E5	CORE	Supervise radar watch teams

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Transfer radar identification
E4	CORE	Update Air Traffic Control (ATC) status boards and Integrated Shipboard Information Systems (ISIS)
E4	CORE	Vector aircraft

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Conduct airfield site surveys
E7	CORE	Coordinate Air Traffic Control (ATC) equipment issues with In-Service Engineering Activity (ISEA)
E7	CORE	Coordinate Air Traffic Control (ATC) system upgrades
E7	NON-CORE	Evaluate Air Traffic Control (ATC) facilities for Federal Aviation Administration (FAA) and Department of the Navy (DoN) procedural compliance
E7	CORE	Evaluate Air Traffic Control (ATC) procedure change proposals
E7	CORE	Evaluate Air Traffic Control (ATC) training programs
E7	CORE	Investigate airspace issues
E7	CORE	Liaise with Federal Aviation Administration (FAA) personnel
E6	CORE	Maintain logs and records (e.g. equipment, hot area event, tower visibility, etc.)
E6	CORE	Maintain operational continuity of Air Traffic Control (ATC) watch teams
E5	CORE	Maintain physical security of Air Traffic Control (ATC) spaces
E7	CORE	Manage Air Traffic Control (ATC) assigned airspace
E7	CORE	Manage Air Traffic Control (ATC) equipment
E7	NON-CORE	Manage Air Traffic Control (ATC) expeditionary services
E7	CORE	Manage Air Traffic Control (ATC) facilities
E7	NON-CORE	Manage Air Traffic Control (ATC) facility waivers
E7	CORE	Manage Air Traffic Control (ATC) Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E7	CORE	Manage Air Traffic Control (ATC) personnel
E7	CORE	Manage Air Traffic Control (ATC) procedure correspondence
E6	CORE	Manage Air Traffic Control (ATC) publications libraries
E7	CORE	Manage Air Traffic Control (ATC) training programs
E6	NON-CORE	Manage airfield operations
E7	CORE	Manage airspace
E7	NON-CORE	Manage Department of the Navy (DoN) Air Traffic Control (ATC) program for obstruction evaluation, airport and airspace analysis
E7	NON-CORE	Manage Department of the Navy (DoN) navigational aids within the National Airspace System (NAS) and at overseas installations
E7	NON-CORE	Manage Department of the Navy (DoN) participation in the federal rule-making process
E7	NON-CORE	Manage deployment and procurement of Air Traffic Control (ATC) systems

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage facility Air Installation Compatibility Use Zone (AICUZ) programs
E6	CORE	Manage Search And Rescue (SAR) efforts
E6	CORE	Prepare Air Traffic Control (ATC) communication messages
E7	CORE	Prepare Air Traffic Control (ATC) hazard reports
E7	CORE	Prepare Air Traffic Control (ATC) specialist certificate/revocation packages
E6	CORE	Prepare Air Traffic Control (ATC) voice recording transcriptions
E7	CORE	Prepare open skies treaty messages
E7	CORE	Prepare Operational Capability Improvement Requests (OCIR)
E7	NON-CORE	Prepare pre-battle data
E7	NON-CORE	Process Altitude Reservation (ALTRV) requests
E7	CORE	Process operational errors or deviations
E7	NON-CORE	Provide technical assistance and inputs for Air Traffic Control (ATC) systems
E7	NON-CORE	Provide technical support on airspace matters
E7	CORE	Qualify air traffic controllers
E7	CORE	Request Federal Aviation Administration (FAA) waivers
E6	CORE	Supervise Air Traffic Control (ATC) watch team personnel
E7	CORE	Update Air Traffic Control (ATC) manuals